

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Records Management

25X1

1. I would like to refer to our meeting of 15 August 1956 and to your memorandum for [] attention of 17 August 1956.

2. The subject of Records Management has been given considerable attention within the Clandestine Services; it is certainly our intention to continue it, with special emphasis on records disposition.

3. With respect to this latter aspect, the following status report will be of interest:

a. In the first week of December 1955, the first shipment of retired records was made to the DD/P area of the CIA Records Center. The size of this deposit was 1,545 cubic feet. Since then, DD/P holdings have increased to 5,108 cubic feet.

b. During the first six months of 1956, the following elements of DD/P have destroyed records in the quantity indicated:

	<u>Jan. 1956</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Totals (Cubic Feet)</u>
RI/FI	28.1	24.8	32.5	21.6	22.1	23.8	152.9
CI		2.3	1.3	.2			3.8
PP							0.
TSS			.8				.8
EE	.5		.1				.6
FE	.3	4.4	.1		.1		4.9
NEA	2.6	.3	1.9				4.8
WE	.7	.7			7.4		9.5
SR		.3			5.4	.2	5.9
SE			5.				5.

MORI/CDF

OCT 12 1956